

DUTY STATEMENT
STATE TREASURER'S OFFICE
Division: CPCFA

PART A	
Position No: 345-002-1139-004	Date:
Class: Office Technician (Typing)	Name: Vacant
Under the general supervision of the Treasury Program Manager II, the Office Technician (OT) will perform the following duties for the CA Pollution Control Financing Authority (CPCFA) and the CA Industrial Development Financing Advisory Commission (CIDFAC).	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
45%	Input and update applications, statistical reports, tables and databases; and maintain assignment log using personal computer software package for the Authority's programs.
15%	Type the Authorities' Agendas and staff summaries; coordinate the reproduction, assembly and distribution of the Agendas. Prepare independently, or with minimal direction, the Authorities' resolutions, certificates and minutes of meetings, as well as key bond document transmittals. Prepare invoices as required.
10%	Compose and type correspondence of a sensitive nature prepared for the Executive Director, Deputy Executive Director, and Managers of the Authorities. Type and edit for grammatical content and accuracy, correspondence and reports for the Authorities' staff.
10%	Reconcile Authorities' Calstars reports.
10%	Maintain Authorities' files; provide training for clerical staff and other duties as requested.
10%	Screen telephone calls and direct to appropriate staff person. Distribute mail, email, and fax correspondence to appropriate staff person. Answer inquiries of a sensitive nature that require a knowledge of the California Financing Authorities.
NON-ESSENTIAL FUNCTIONS	

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Position No: 345-002-1139-004		Date:			
Class: Office Technician (Typing)		Name: Vacant			
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Review printed and handwritten material, reading computer screen					X
HEARING: Answer inquiries and provide verbal information to managers, communities and public and private sector					X
SPEAKING: Answer inquiries and provide verbal information to other employees, agencies, public and private sector.					X
WALKING: Distribution of information and copying				X	
SITTING: Sitting at desk for periods of time.				X	
STANDING: Use copier machine.			X		
BALANCING:	X				
CONCENTRATING: Analyzing, making determinations and preparing reports and documents.		X			
COMPREHENSION: Understanding statewide needs of state and federal agencies, and legislative issues.		X			
WORKING INDEPENDENTLY: Must be able to work independently with little guidance or interaction from other staff after initial discussion of assignment.			X		
LIFTING UP TO 10 LBS OCCASIONALLY: Obtain files		X			
LIFTING UP TO 20 LBS OCCASIONALLY AND/OR 10 LBS FREQUENTLY:		X			
LIFTING UP 20-50 LBS OCCASIONALLY AND/OR 25-50 FREQUENTLY:		X			
FINGERING: Use computer to perform analysis and draft determinations and dial telephone.					X
REACHING: Answer telephone, reach for supplies, & paperwork.					X
CARRYING: Carry own work and files.					X
CLIMBING:	X				
BENDING AT WAIST:			X		
KNEELING:			X		
PUSHING OR PULLING:	X				
HANDLING: Sort and file paperwork.			X		
DRIVING:	X				
OPERATING EQUIPMENT: Use computer, telephone, copier & fax machine.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS:	X				
WORKING IN CONFINED SPACE: Enclosed office environment.					X